



## **HUMAN RESOURCES TRAINEE**

**Novotel Danang Premier Han River** tuyển dụng nhân sự Tháng 04/2024!!!

### **MÔ TẢ CÔNG VIỆC**

- Liaise with the Learning & Development Manager to deliver training programs.
- Liaise with the Talent & Culture (HR) Department to carry out hotel activities.
- Support Learning & Development Manager in administrative procedure.
- Regularly communicates with staff and maintains good relations.
- Design internal communication products for employee activities.

### **QUYỀN LỢI ĐƯỢC HƯỞNG**

- Meal / Uniform provided.
- Internship allowance: 1.200.000 VND/month.
- Having the opportunity to become a full time employee.

### **YÊU CẦU CÔNG VIỆC**

#### **Required Skills:**

- Proficient in the use of Microsoft Office / other computer programs (if any).
- Good writing skills.
- Communication skills.
- Ability to use Canva / Photoshop / Capcut.
- Content Creator in social platform

#### **Qualifications:**

Bachelor's Degree or Diploma in English Language University, Business Administration, Hospitality Management or related field.

***Thời gian thực tập: 06 tháng***